

FACILITIES POLICY AND PRACTICE GUIDELINES

Payment for Professional Licenses and Membership in Professional Organizations

1. PURPOSE: To establish policy regarding reimbursement of professional license fees and payment of professional organization membership fees or dues for Facilities employees.
2. SCOPE: Applicable to status employees within Facilities who hold licenses or registration issued by State agencies or recognized professional organizations or who belong to recognized professional organizations or societies.
3. BACKGROUND:
 - A. Planning, design, construction, operation and maintenance of facilities frequently involves work that is governed by codes, regulations and statutes. Those involved in this work including those managing and directing the work are often required to have specific licenses. If not required, it is often advantageous to the University for such individuals to hold licenses or to be registered as a measure of technical or professional competence. In addition, some support staff positions require or are enhanced by similar registration or certification. This policy statement establishes criteria to determine when the Facilities Division will reimburse individuals for license or certification fees.
 - B. Similarly, many employees are members of professional organizations. Such membership provides access to current professional issues, developments and information. Participation in conferences and meetings provides opportunities to interact with peers from other institutions and bring the benefit of their experiences and successes to UNH. By supporting such memberships, the Facilities Division furthers professional growth and maintains a workforce that is up-to-date.
 - C. As position description questionnaires and classification standards are updated, whether licenses or registration is required or desired as being directly related to the duties and responsibilities should be addressed as this policy cannot list every position or situation.
4. POLICY AND PRACTICE
 - A. Reimbursement for Professional Licenses, Registration and Certification
 - 1) Individual Registration, License and Certification Fees will be reimbursed when the following criteria are met:
 - a) The license, registration or certification is issued by a State Agency or widely recognized national organization. Examples are State licenses for professional engineers and registered architects, Plumber or Electrician Apprentice, Journeyman or Master Licenses, and Certified Public Accountant certification. Also included are licenses for pesticide application, water treatment, etc. These licenses typically require periodic renewal and may require demonstrated continuing education.
 - b) The license, registration or certification is either required by the employee's position or directly related to the duties of the position.

- c) Reimbursement is sought for a single license, registration or certification for the same skill or discipline. Reimbursement is also limited to only those licenses, registrations or certifications applicable in New Hampshire.
- 2) Individuals will pay the fees and submit a reimbursement request or may choose to submit the renewal paperwork via their supervisor to the BSC so that the fee can be paid directly by UNH. Supervisors will review and approve such requests in light of the criteria contained above.
- 3) The cost for continuing education that may be required as a prerequisite for any such license or registration will be paid by UNH when such license is directly and clearly required in order to perform the duties of the employee's position. Examples include training mandated for licensed electricians for employees whose position requires performing or supervising electrical work. Other costs related to obtaining or renewing a license or registration, such as obtaining photos for identification, will also be paid by UNH when the license or registration is directly and clearly required by the employee's position.
- 4) This policy applies only to UNH employees. License and registration fees and related costs incurred by service contractors would normally be considered an overhead expense for the contractor and not directly reimbursable.
- 5) As individuals with trade-related licenses such as master plumbers or electricians are promoted into managerial or supervisory position and the licenses are no longer mandatory, UNH will continue to reimburse the individual for fees as long as the individual maintains eligibility and his or her duties have some relationship to the trade.
- 6) Appendix A is a matrix showing some of the licenses and certificates and which may be considered required or desired. This matrix is not exhaustive and meant to be an illustration.

B. Professional Organization Memberships

- 1) Facilities benefits when its employees are active participants in professional organizations related to their area of responsibility. There are several such organizations that are organized around higher education. These include APPA, NACUBO, SCUP, AICPA and AUA.
- 2) Facilities will support membership in any one such organization when it is clearly related to the duties of the position. Memberships will be approved by the cognizant director unless employees from more than one department seek membership support. In that case, the Leadership Team will review the membership requests. Company or organizational memberships should be considered as a way to lower costs and extend the opportunity for participation to a greater number of employees. Where Facilities chooses to support membership in such organizations, financial support will extend to general membership only; any other benefits offered by the organization, such as life insurance, will be the responsibility of the individual.
- 3) Receiving membership support carries the responsibility to share information gained within the Facilities organization.

C. Reimbursement of license and registration fees and memberships is subject to budget constraints. Employees are expected and required to check with their Director to confirm

that reimbursement is assured before paying for a license or registration renewal if they are unwilling to pay the fee from their own pocket.

Approved: February 6, 2006

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Position	Professional License	Required	Desired ¹
Electrician	Master, Journeyman, Apprentice	X	
Executive Director of Facilities Management Services	Certified Public Accountant		X
Assistant Vice President for Facilities	Professional Engineer or Registered Architect		X
Architectural Planner	Registered Architect		X
Executive Director, Facilities Design and Construction	Professional Engineer or Registered Architect		X
Plumber	Master, Journeyman, Apprentice	X	
Heavy Equipment Operator	Commercial Drivers License	X	
Associate Architect	Registered Architect		X
Manager of Accounting	Certified Public Accountant		X
Information Technologist	Oracle Certified Professional		X
Grounds and Roads Worker	Pesticide Applicator License	Required for designated position	
Maintenance Crew, Water Distribution System	Distribution II	X	
Chief Operator, Water Distribution System	Distribution III, Water System Operations III, Pool Certification	X	
Operator, Water Plant	Operation I or II, Distribution I (at least one operator in addition to primary distribution system crew), Pool Certification (at least one operator in addition to Chief Operator ²)	X	
Backflow Prevention System Maintenance and Certification	Backflow Certification	X	

¹ Desired licenses and certifications are not a prerequisite for the incumbent to perform the duties of the position but are directly related to the duties and responsibilities of the position.

² Can be either Aquatic Facility Operator license from National Park Service or Certified Pool and Spa Operator license from National Swimming Pool Foundation